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11 February 1963

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT : Document Division Plans for 1963

1. During 1962 by procedural changes and realignment of our organization, and more importantly by the diligence of all the people, we made progress toward our goals of completing the dissemination of all copies of intelligence reports within 1-2 work days after receipt and the indexing of these reports for the Intellofax System within 5-6 work days. As of this date we have no backlog in dissemination and expect to have none in the coding operation by 1 March 1963.

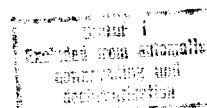
2. Dissemination Control Branch

a. The new T/O has not yet been approved by the Office of Personnel. I understand that some of the GS-5 and GS-6 jobs will be downgraded, but that incumbency allocations will be approved. These are the same jobs which were previously approved by Personnel and in my opinion, carry more responsibilities and require more flexibility now than at that time. In about six months, I expect to rewrite the jobs involved to reflect this increased flexibility and request another review by the Office of Personnel.

b. The complete separation of information reports and publications has speeded up the handling of information reports by isolating the material (pubs) which cause a great many processing problems. We are able now to study the several different files of instructions and records presently maintained on "pubs" with a view toward combining, simplifying and revising them. It may be that this can be accomplished by "DARE" reproduction of first pages on the "D" cards, and using a small mechanized card file.

c. We are presently experimenting with a "chit" system for control of document processing, recording of statistical data and compilation of individual disseminator and distributor production. It is hoped this data can be key punched by Machine Division and compiled mechanically by them for our monthly and quarterly reports.

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d. We periodically review our standard distribution lists and our dissemination requirements, but this year we hope to study the files themselves to see if there isn't a more efficient and useful way of maintaining the lists and requirements.

e. The Dissemination 'D' Card Files are quite active and require daily rearrangement. We have ordered a Diebold mechanical file to assist us in maintaining these files more efficiently. If this proves successful we will study our other files with a view of using modern office equipment to advantage.

f. Reproduction of single copy material on the two Xerox 914 machines is presently at the rate of over 40,000 pages per month. We believe the new Branding Machine will do the job cheaper and will recommend a change over when the machines now in the Agency have proved themselves.

### 3. Analysis Branch

a. As the indexing backlog decreases, we become more conscious of the need to develop ways of doing a better job. We now have the capacity to index the daily work on a current basis and can only maintain this capability by active recruitment to allow for turnover of at least 10 analysts per year. This is the present schedule established by the Administrative Staff.

b. We are presently reviewing with the several interested offices in CIA, what use if any they would have for our "Organization Dictionary". If enough interest is manifest, we will propose to you that this Dictionary on a modified basis be published for use as an OCR Reference tool. It will be necessary this year, in any event, to assign an analyst to assist the Dictionary Editor because of its large size and continuing growth.

c. We are constantly striving for a greater uniformity of indexing input. This can be accomplished to a great extent by more verification. We will try and increase verification of coding so as to cover at least 50% of the input. Greater uniformity might result from more specialization during the coding process. We hope to experiment with this along subject and area limitations.

d. During the past few years, we have pretty much limited training in the Analysis Branch to on-the-job training. I hope now we can give more of our people a chance to receive training in courses that will be beneficial to them in their CIA careers.

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3. We are studying the possibility of mechanizing the compilation of the Intelligence Publications Index. We hope mechanization will materially shorten the publication time without too much loss of appearance.

4. We have a great many problems in our document processing system to work out with the Library and the Machine Division. Some of these are the use of the DARE Machine; handling "Modex" information reports; the requirements for source card files; the indexing, filing and processing (including the assignment of control numbers) to publications apart from information reports; processing domestic "RAF" reports.

5. I believe the morale of the Document Division is excellent and because of our organization realignment and our increasing flexibility we should be able to cope better with the ever changing document processing requirements.

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Chief, Document Division

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